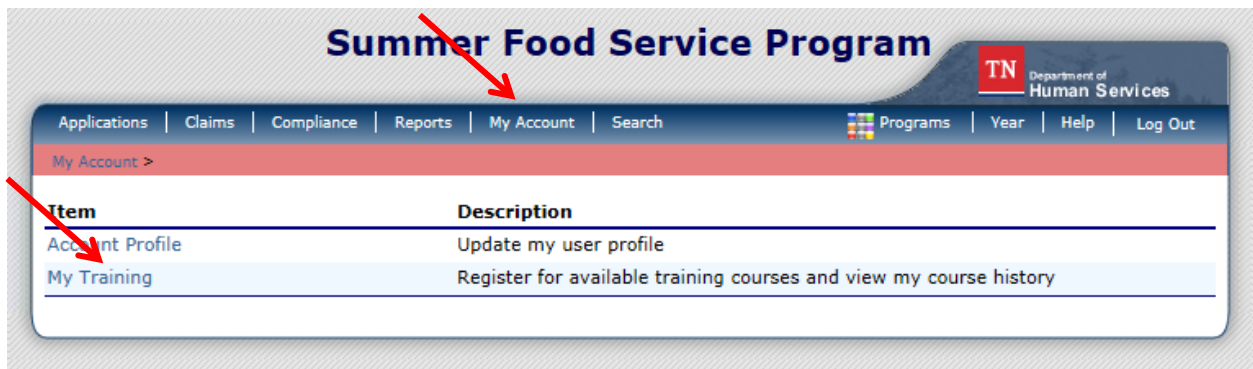
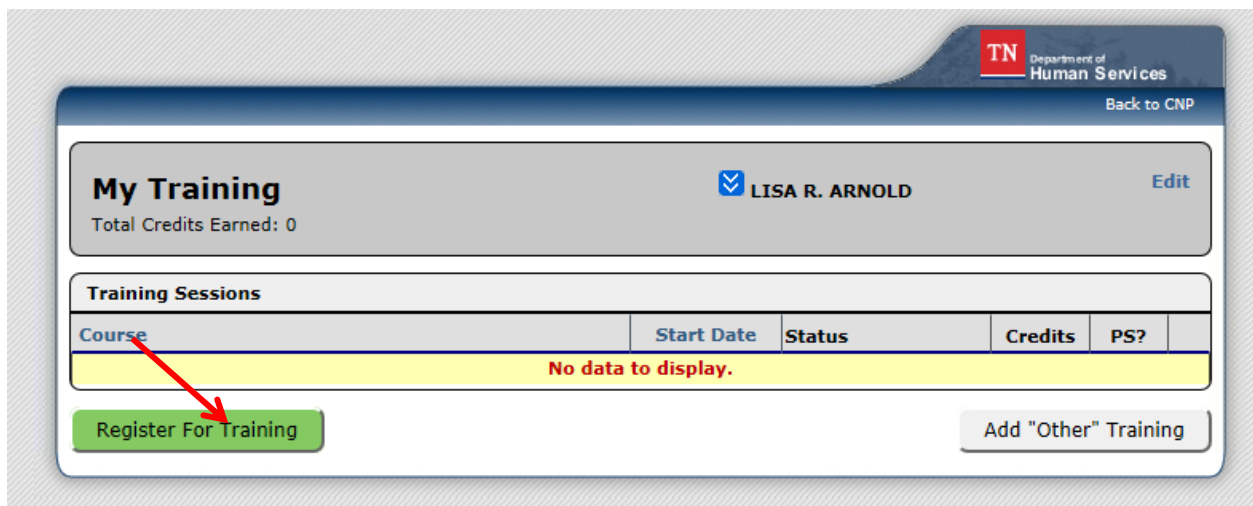


# How to register for training in TIPS

Step 1: After logging into your TIPS account, click on **My Account** on the Menu Bar. From the My Account menu click on **My Training**.



Step 2: Once in the My Training section, Click on the green **Register For Training** button.



Step 3: From the Course List menu click on the training session you want to attend.

TN Department of Human Services

My Training | Back to CNP

Course List

Program: All ▾

Area: All ▾


Training Method: ☒ Online ☒ Classroom ☒ Other

Course ID:

Course Name:

Search

Clear Search Criteria

| Program | Area | Course   | Frequency | Methods   |
|---------|------|--|-----------|---|
|         |      | 0001<br>2017 Summer Food Service Program Summer Summit | One-Time  |  |

< Back

Step 4: Once you click on the course you want to attend, you will be taken to the Course Detail screen. Click on the Session Name of the course

The screenshot shows a web interface for the Tennessee Department of Human Services. At the top right, there is a logo with 'TN' and the text 'Department of Human Services'. Below the logo are two links: 'My Training' and 'Back to CNP'. The main heading is 'Course Details'. Below this, there is a section titled '2017 Summer Food Service Program Summer Summit' with a descriptive paragraph. A red arrow points from the text 'encourage experienced sponsors to expand their programs through partnerships and by increasing the number of meals served' to the 'Session Name' column header in the table below. The table has five columns: 'Session ID', 'Session Name', 'Start Date', 'Location', and 'Enroll'. There is one row of data. At the bottom left, there is a '< Back' button.

**Course Details**

**2017 Summer Food Service Program Summer Summit**  
The Summer Food Service Program Summer Summit is the annual kick off for the Summer Food Service Program (SFSP). The Summit will be held on January 26, 2017 and will be used to introduce the program to potential sponsors and to encourage experienced sponsors to expand their programs through partnerships and by increasing the number of meals served

| Session ID | Session Name            | Start Date | Location | Enroll |
|------------|-------------------------|------------|----------|--------|
| 0001       | 2017 SFSP Summer Summit | 1/26/2017  |          |        |

< Back

## Step 5: Click on the green **Enroll button**

**TN** Department of Human Services  
My Training | Back to CNP

### Session Details

**Target Audience:**  
**Course:** 0001 - 2017 Summer Food Service Program Summer Summit  
The Summer Food Service Program Summer Summit is the annual kick off for the Summer Food Service Program (SFSP). The Summit will be held on January 26, 2017 and will be used to introduce the program to potential sponsors and to encourage experienced sponsors to expand their programs through partnerships and by increasing the number of meals served

**Number of Credits:** 0  
**Course meets USDA Professional Standards Requirements?** not specified

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|  |   |
|--|---|
| <b>Session:</b> 0001 - 2017 SFSP Summer Summit | <b>Location:</b> /  |
| <b>Method:</b> Workshop/Seminar                | <b>Room:</b> Second Harvest Food Bank: 331 Great Circle RD, Nashville, TN 37228 |
| <b>Fee:</b> \$0.00                             | <b>Dates:</b> 1/26/2017-1/26/2017   |
| <b>Registration closes:</b> 1/25/2017          | <b>Time:</b> 9:00-15:00   |
| <b>Session Credits:</b> 0.00                   |   |

< Back      **Enroll**

You will receive a confirmation page that looks like the one displayed below. You will also receive an email confirmation from Tennessee DHS Production Help Desk.

**Target Audience:****Course: 0001 - 2017 Summer Food Service Program Summer Summit**

The Summer Food Service Program Summer Summit is the annual kick off for the Summer Food Service Program (SFSP). The Summit will be held on January 26, 2017 and will be used to introduce the program to potential sponsors and to encourage experienced sponsors to expand their programs through partnerships and by increasing the number of meals served

**Number of Credits:** 0**Course meets USDA Professional Standards Requirements?** not specified**Session:** 0001 - 2017 SFSP Summer Summit**Method:**  Workshop/Seminar**Fee:** \$0.00**Registration closes:** 1/25/2017**Session Credits:** 0.00**Location:****Room:** Second Harvest Food Bank: 331 Great Circle RD, Nashville, TN 37228**Dates:** 1/26/2017-1/26/2017**Time:** 9:00-15:00**General Information**

The 2017 Summer Food Service Program Summer Summit will be held at Second Harvest Food Bank located at 331 Great Circle Rd Nashville TN 37228 on January 26, 2017 from 9:00 am -3:00 pm

Parking at this location is free of charge

Each sponsor is permitted up to **two** attendees

You are now registered for the 2017 Summer Food Service Program Summer Summit